Candidate Evaluation Matrix

OM-05 | Chapter 13 | Owner and Manager | Version 1.0

Evaluate each adult separately against the same role requirements. Score 0 for no evidence, 1 for partial evidence or training needed, and 2 for demonstrated readiness. Record facts supporting the score.

Write in the spaces or click a blank field to type in Word.

Candidate and role	Interviewer and date

Question	Score	Evidence
Describe a repair, guest problem, or busy shift you handled.		
What did you decide yourself and what went to a supervisor?		
Which duties can you do independently?		
Which duties require training?		
What do you do when work is unsafe or outside your authority?		
Can you commit to the stated dates and living conditions?		

Individual total out of 12, training needs, and unresolved requirements

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Reference findings and next step

Keep the score job related. Do not score medical information, age, religion, or other protected traits. Use a separate form for the other adult. A combined household score can hide a mismatch.

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Household logistics and decision

OM-05 | Continued

Applicants or household	Season

Item	Confirmed term or open item
Site and rig requirements	
Schedule compatibility and days off	
Transportation needs	
Pets and stated property rules	
Arrival, departure, and unavailable dates	

Each person’s separate job decision and reasons

Training, verification, or written terms needed before an offer

Who will follow up and by when

Decision communicated by and date

Discuss operational requirements consistently. Do not infer one partner’s qualifications from the other’s answers. Follow the property’s lawful screening and hiring process.

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